

# Statement of Work for Tape Media Offsite Storage

## I. Scope of Work

### A. Background

*The purpose of this procurement is to facilitate offsite storage for tape media for enterprise backup disaster data recovery. Media originates at NASA Armstrong Flight Research Center (AFRC), Edwards AFB, CA.*

*NASA Armstrong Flight Research Center requires offsite storage for their approximately 6000 magnetic tapes cartridges per year, including LTO Ultrium cartridge, 9-track, and DLT computer tapes.*

### B. Objectives

*The contractor for this contract will provide offsite storage facility and media transfer services for disaster recovery backup media. The contractor shall arrange for pick of media from current storage location and transfer to new facility.*

## II. Applicable Document

*N/A*

## III. Technical Point of Contacts

*N/A*

## IV. Specific Task Requirements

*The contractor shall provide secure storage space, personnel, equipment and resources necessary to transport the existing media in storage in Norwalk, CA 90650 (if necessary) as well as media located at the Armstrong Flight Research Center, Building 4838, Edwards, CA to their offsite location.*

*The Contractor shall furnish all equipment, labor, and facilities required to complete the offsite media storage services and shall perform the following:*

- A. Contractor shall provide storage in a secure building that is environmentally controlled for magnetic media. Temperature shall be 70 degrees plus/minus 10 degrees with a range of 45% to 60% humidity. The media shall be protected from potential water damage. The building shall have a direct link to local fire and police departments*

*Contractor shall ensure the storage facility system complies with Tape Storage and handling to extend and enhance the reliability and performance of magnetic cartridges, and their respective units, you should adhere to the following rules:*

- Store tape reels, cartridges in dustproof containers. Keep its storage container closed and free from exposure to dust and dirt.*
- Periodically inspect containers for dust and dirt contamination.*

- *Store cartridges, and cases in an electromagnetic shielded cabinet elevated from the floor and free of contaminants as per NSI specifications for long-term storage, such as filtration of airborne contaminants*
- B. *Contractor shall provide storage capacity to host a minimum of 6000 LTO Ultrium cartridge, 9 track and DLT tape media*
- C. *Contractor shall provide media exchange services within 4 hours of request, Monday through Friday during customer business hours (0700 to 1800); and additionally 4 hour emergency media exchanges on weekends as needed.*
- D. *Contractor shall provide monthly scheduled pickup and delivery service for exchanging any amount of new and expired media.*
- E. *Contractor shall provide company supplied cases that secure and protect media during shipment. These cases must be water resistant. If additional cases are required to accommodate tapes that are currently in storage, such cases shall be furnished to the Armstrong Flight Research Center as needed.*
- F. *Contractor shall provide hardcopy documentation (input manifest) of all pickup and deliveries.*
- G. *Contractor shall provide online 24/7 access to storage records and media exchange history*
- H. *Contractor shall provide online 24/7 access to placing, updating, and reviewing work orders and media inventory.*
- I. *Contractor shall provide ability to place and change work orders via telephone, email, and web page access.*
- J. *Contractor shall provide service to transfer and import up to 3500 LTO Ultrium cartridge, 9 track and DLT tape media from current storage facility to new storage facility at no expense to customer.*
- K. *Contractor shall ensure that at the end of contract period, all materials in storage will be returned in orderly transfer to the Armstrong Flight Research Center or new offsite facility as designated by the Armstrong Flight Research Center customer.*

## V. Period of Performance

*May 1, 2015 – April 30, 2016*

## VI. Deliverables

*Contractor shall provide hardcopy documentation (input manifest) of all pickup and deliveries. This may include pickup of existing tapes in storage at current offsite facility and delivery to Contractor's facility.*

## VII. Acceptance Criteria

*Each Solicitation will be evaluated on the specifications listed, past performance rating for quality and dependability of media exchange and storage services.*

## VIII. Contractor/Government Furnished Property/Government Furnished Equipment

*LTO Ultrium cartridge, 9 track and DLT tape media*

## IX. Special Considerations

*Contractor shall be able to provide all required information to gain access to Edwards AFB, Ca. and NASA Armstrong*

## X. Security Requirements

*Sensitive*